

Surrey County Council Planning and Building Control Retention Schedule

Ref No	Description	Legal Basis	Retention	Action at End of Retention	Contains Personal Information	Protectively Marked?	Notes/ Access
PBC1.0	Planning Process	-	-	-	-	-	-
PBC1.0.1	Environmental assessments	Limitation Act 1980 (Section 8)	Last action on project + 12 years	Secure Disposal	No	Official	-
PBC1.0.2	Environmental Impact Assessment/Appropriate Assessment held within planning team databases, microfiche and scanned records	Council Directive 85/337/EEC	Permanent	-	Yes	Official	-
PBC1.0.3	Records relating to housing development	Limitation Act 1980 (Section 2)	Closure of file + 6 years then review	Offer to Surrey History Centre	No	Official	-
PBC1.0.4	Post-Occupation Surveys of Recent Residential Developments	-	Completion of output + 5 years then review	Offer to Surrey History Centre	Yes	Official - Sensitive	-
PBC1.0.5	Planning appeal documentation relating to mineral and waste development held within the planning team databases, microfiche and scanned records	-	Permanent	-	Yes	Official	-
PBC1.0.6	Planning application and planning case files held within the planning team databases, microfiche and scanned records, including the application, publicity and consultation documents and responses, processing documents and background information, committee report, statutory notices , legal agreements and decision notices	Town and Country Planning Act 1990	Permanent	Offer to Surrey History Centre	Yes	Official	-
PBC1.0.7	Planning applications where Highways has taken part in the planning process and holds unique records	-	Current year + 5 years then review	Offer to Surrey History Centre	No	Official	-
PBC1.0.8	Correspondence and responses to Planning Applications where there is significant highway involvement	-	Retain for a minimum of 5 years	Secure Disposal	No	Official	-
PBC1.0.9	Planning applications relating to heritage conservation sites	-	Current year + 20 years	Offer to Surrey History Centre	No	Official	-
PBC1.0.10	Pre-Application enquiries	-	Permanent	Secure Disposal	Yes	Official	-
PBC1.0.11	Files containing copy documentation relating to planning applications filed by site	-	Operational Use	Secure Disposal	Yes	Official	-
PBC1.0.12	Waste Disposal Authority responses to planning consultations, minerals and waste disposal and District Council Planning	-	Permanent	Offer to Surrey History Centre	No	Not Protectively Marked	-
PBC1.0.13	The Public Register	Town and Country Planning Act 1990	Permanent	-	No	Not Protectively Marked	-
PBC1.0.14	Planning Enquiries	Limitation Act 1980 (Section 2)	Current year + 6 years	Offer to Surrey History Centre	No	Official	-

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PBC1.0.15	Records relating to the calculation of development contributions as part of planning applications	Limitation Act 1980 (Section 8)	Last action on project + 12 years	Offer to Surrey History Centre	No	Official	-
PBC2.0	Planning Enforcement	-	-	-	-	-	-
PBC2.0.1	Planning Monitoring records	-	Permanent	Offer to Surrey History Centre	Yes	Official	-
PBC2.0.2	Planning enforcement documentation held in the planning team databases, microfiche and scanned records.	Town and Country Planning Act 1990	Permanent	Offer to Surrey History Centre	Yes	Official	-
PBC2.0.3	Body Worn Cameras - non evidential	-	31 days	Auto delete	Yes	Official	-
PBC2.0.4	Body Worn Cameras - evidential	-	10 years	Review	Yes	Official	-
PBC3.0	Planning Policy & Legislation	-	-	-	-	-	-
PBC3.0.1	Development plan documents, structure plans, local plans and supporting documentation including public consultation documents created in relation to these	-	Permanent	-	Yes	Official	-
PBC4.0	Public Enquiries	-	-	-	-	-	-
PBC4.0.1	Records relating to public enquiries relating to planning consents	-	Permanent	Offer to Surrey History Centre	Yes	Official	-
PBC4.0.2	Correspondence and other general records relating to public enquiries	-	Permanent	Offer to Surrey History Centre	Yes	Official	-
PBC5.0	Historic Environment Record	-	-	-	-	-	-
PBC5.0.1	Listed buildings information	-	Permanent for the life of the printed book - identify the principal set and retain the principal set in the Surrey History Centre	-	No	Not Protectively Marked	-
PBC5.0.2	Records relating to architecture	-	Date of review at Surrey History Centre Service + 3 years	Offer to Surrey History Centre	No	Not Protectively Marked	-
PBC5.0.3	All records relating to the maintenance and management of listed buildings	-	Life of the building + 6 years	Offer to Surrey History Centre	No	Not Protectively Marked	-
PBC5.0.4	Preservation orders made on heritage sites	-	Life of the site covered by the order	Offer to Surrey History Centre	No	Not Protectively Marked	-
PBC5.0.5	Historic Environment Record	-	Permanent - this is a working document which is constantly changing - take a snapshot at agreed intervals for inclusion in the Surrey History Centre	-	Yes	Official	-

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PBC5.0.6	Correspondence and other information supporting the Historic Environment Record	-	Permanent - the information should be weeded at appropriate intervals	-	Yes	Official	-
PBC5.0.7	Correspondence relating to enquiries about the Historic Environment Record	-	Current year + 1 year	Secure Disposal	Yes	Not Protectively Marked	-
PBC5.0.9	Project documentation – Historic Environment Record	-	End of project + 5years	-	No	Official	-
PBC5.0.10	Aerial photographs	-	Permanent	-	No	Not Protectively Marked	-
PBC5.0.11	Geographic Information System (GIS)	-	Permanent - this is a working document which is constantly changing take a snapshot at agreed intervals for inclusion in the Surrey History Centre	-	No	Not Protectively Marked	-
PBC5.0.12	Archaeological Reports	-	All paper copies to be kept for 2 years. If an electronic copy to the appropriate standard is also kept then the paper copy can be safely disposed of	-	No	Not Protectively Marked	-
PBC5.0.13	Reports created by authorities or other bodies	-	Operational use	-	No	Not Protectively Marked	-
PBC5.0.14	Archaeological Grey Literature reports	-	Current year + 20 years then review for potential Permanent retention	-	No	Not Protectively Marked	-
PBC5.0.15	Heritage Conservation GIS Datasets	-	Permanent - as part of the Historic Environment Record	-	No	Not Protectively Marked	-
PBC5.0.16	District Files relating to archaeological sites	-	Permanent	-	Yes	Not Protectively Marked	-
PBC5.0.17	Site files	-	Closure + 75 years	-	No	Not Protectively Marked	-
PBC5.0.18	Images created as part of the Portable Antiquities record	-	Permanent	-	No	Not Protectively Marked	-
PBC5.0.19	Records relating to the administration of the Treasure Act 1996	Treasure Act 1996	Permanent	-	Yes	Official	-